

Position Title: Facilities/Asset Manager

Work Relationship: Reports Directly to Council

Purpose of the Position:

Works in conjunction with respective Department Heads to manage, maintain and operate Corporate facilities and assets under their control. Responsible for the collection of up-to-date condition assessments on various core and non-core infrastructure assets and the regular updating of same. Oversees property management and physical condition of assets, including maintenance and capital needs.

MAJOR RESPONSIBILITIES:

1. Program/Service:

Facility/Asset Management

In consultation with the respective Department Heads, provides assistance in the following areas:

- 1) Provides strategic advice and support in all areas of facilities management including special optimization, accessibility requirements, HVAC and building automations systems, capital improvements and replacement schedules and asset life-cycles, ensuring conformance with legislated standards and industry best practices in collaboration with respective Department Heads.
- 2) Develops a fiscally responsible and technically accurate Capital Plan for assets to ensure it remains in a state of good repair.
- 3) Reviews asset capital projects and establishes a priority program based upon available funding, risk and need.
 - 4) Provides project management related to various departmental capital upgrades while ensuring departmental business continuity.
 - 5) Assists Department Heads with managing consultants and contractors; participates in on-site consultations, building audits, inspections and project monitoring.
 - 6) Assists Department Heads with the delivery and monitoring of building capital projects, improvements, retrofits, mechanical and energy upgrades.
 - 7) Performs regular site inspections of facilities and buildings to evaluate quality and scope of work required, and takes necessary actions to ensure standards are maintained and work is completed.
 - 8) Track maintenance issues and ensure they are resolved in a timely, cost effective manner.
 - 9) Develop and coordinate long term refurbishment programs/routine/non-routine and mandatory maintenance programs for both preventative and corrective maintenance work within available budget.
 - 10) Prepares and recommends operating and long-term budgets for corporate facilities to Council; monitors facilities budgets including operating, capital and

reserves and highlights any issues to Council.

- 11) Prepares estimates and specifications for tenders and quotations in accordance with the Municipality's Procurement By-law and policy; in conjunction with Council and respective Department Heads, review bids and make recommendations of award.
- 12) With Council approval, formulates, recommends and administers short and long-term policy and operational objectives and special projects.
- 13) Prepares and when required, presents administrative and status reports on facility matters, policy recommendations, by-laws and/or resolutions for Council's consideration.
- 14) Identifies grants and other sources of funding, including partnerships, pertaining to facilities and other assets, prepares proposals for approval by Council, and administers approved funding.
- 15) Develops and manages the Energy Program to reduce corporate utility consumption
- 16) Maintains current knowledge of relevant legislation, regulations and best practices and recommend and/or take appropriate action in response.
- 17) Receives and responds or co-ordinates responses to claims, customer inquiries and complaints.
- 18) Investigates, develops and implements process improvements related to Municipal facilities approved by Council.
- 19) Retains an inventory of as-built drawings/records of infrastructure works completed on Municipal facilities.
- 20) Undertakes special projects and performs other duties as assigned in accordance with Departmental or corporate objectives.
- 21) With Department Heads, develops and implements public education, safety and risk management programs related to all facilities.
- 22) Maintains regular and open lines of communication with regulatory agencies and monitors and reports changes in legislative requirements to the CAO.
- 23) Immediately reports any compliance concerns to the respective Departmental Head and the CAO.
- 24) Performs site inspections with the respective Department Head for preliminary and final approvals of municipal facility works.
- 25) Researches topics and assists Department Heads in compiling reports to Council, Committee and other departments.
- 26) Performs the responsibilities of the position within the legislative and regulatory standards set out in applicable Provincial legislation (Accessibility and Health and Safety) and consistent with the operational policies of the Township of Killaloe, Hagarty and Richards.
- 27) Monitors performance of various departmental contracted services to ensure work is completed as outlined in the respective contract and reports any issues to the respective Department Head.
- 28) Manages and implements the Asset Management Program, including the

updating of condition assessments on assets and the regular ongoing updates as required.

- 29) Prepares asset management documentation that provides support for infrastructure funding based upon such issues as specific asset management principles including, asset inventory, lifecycle needs, financial strategies, infrastructure risk assessments, state of infrastructure needs and replacement costing.
- 30) Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant training programs provided. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- 31) Ensures adherence to legislative requirements such as the Ontario Building Code, the Fire Code, the Municipal Act, Ontarians with Disabilities Act, the Occupational Health & Safety Act and relevant legislation governing and/or pertinent to service delivery.
- 32)

General

- 33) Upon Request shall attend Regular Council Meeting, and other Council/Committee meetings as required, and prepares material for presentation when requested.
- 34) Participates as a member of the Management team.
- 35) Participates in training and other educational and skills certification processes required to continually meet mandatory municipal, provincial and federal requirements, legislation and regulations.
- 36) Responds to inquiries in a timely and suitable manner.
- 37) Performs repairs to buildings and other real property as required. If scope of work is beyond abilities shall hire contractor and manage the work as needed.
- 38) Actively searches for grants and with councils' approval, applies as needed.
- 39) Other duties as assigned.

2. Human Resources

Works with municipal staff, contractors, tradespeople, etc., and will be required to provide guidance and management with regard to specific projects and tasks.

3. Financial Resources

- 1) Prepares financial information required to determine the level of budgetary requirement or acquisition of funds required to meet operational and capital requirements for real property and assets owned and operated by the Township of Killaloe, Hagarty and Richards.
- 2) Prepares annual operating budget for administration of real property and assets, e.g. wages, office supplies, computer expenses, etc.

4. Material Resources

- 1) Carries out work assignments using a variety of resources and tools.
- 2) Maintains tools and resources in a safe condition.
- 3) Makes Council aware of needed repairs and/or replacement of tools and/or resources.

SKILL AND EFFORT:

5. Knowledge

- 1) An understanding of the principles of facility and asset management.
- 2) Good organization, problem-solving and decision making skills.
- 3) Ability to multi-task, organize, prioritize and be flexible.
- 4) Strong interpersonal abilities combined with good written and verbal communication skills.
- 5) Advanced knowledge in the use of computers, including word processing and spreadsheets.
- 6) Knowledge of GIS and data management.
- 7) Working knowledge and understanding of building codes, technical standards, municipal building codes, health and safety codes and accessibility standards is required.
- 8) Valid driver's license is essential.
- 9) Project management skills, principles and applications leading to successful project completion of maintenance and repairs (budgeting, requests for proposals, tendering, bidding, selection, insurance, contract award, supervision and administration).
- 10) Must possess excellent public relations, conflict resolution and customer service skills.
- 11) Ability to deal with the public, staff, contractors, facility users and elected officials in a friendly, courteous and effective manner.
- 12) Demonstrated leadership skills including integrity, respect for others, strong listening skills and the ability to manage resources, be decisive and accountable.
- 13) Strong communication and customer service skills to deal effectively with internal and external stakeholders.
- 14) Knowledge of and demonstrated ability in corporate core competencies including teamwork, self-management, accountability and flexibility.
- 15) Experience in a municipal environment with knowledge of core and non-core assets.
- 16) Experience in facilities management would be an asset.

17) Working knowledge of the Municipal Act and Ontario Building Code would be an asset.

6. Physical Skill and Effort

Must be physically able to perform all job requirements.

7. Decisions Making and Judgement

Work is performed under the direction of Council. Decision making and judgement are exercised in:

- 1) Investigating legislative requirements and establishing solid direction through appropriate consultation/communications/review.
- 2) Investigating complaints and tactfully resolving/communicating findings with a wide spectrum of stakeholders.
- 3) Prioritizing work assignment and demands.
- 4) Implementing new policies and corporate direction.
- 5) Reviewing and prioritizing work related to the maintenance and upkeep of real property owned by the Township of Killaloe, Hagarty and Richards on an ongoing basis.
- 6) The employee will not implement or authorize any changes to building systems or structure without the prior approval of Council, unless such action is to mitigate an immediate emergency condition or protect the Health and Safety of occupants.
- 7) The employee will not recommend any action that is knowingly in violation of any existing legislation, regulation or acts.
- 8) The employee will not release any electronic or hard copy data related to Real Property Assets that is not deemed public information or has not been authorized for distribution by Council.

8. Interpersonal Skills/Contacts

Internal: Council, Chief Administrative Officer, Department Heads and other members of staff.

External: Liaison with residents, contractors, consultants, Provincial and Federal Departments, agencies, suppliers of services and equipment, utility companies and others using municipal facilities.

WORKING CONDITIONS

9. Environment

Inside and outside work in all seasons

10. Work Schedule

Works hours as established by Council. Overtime/week-end work may be required.

Ability and availability to attend evening meetings as required, and to respond to major emergencies as required.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.